

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350-2000

OPNAVINST 1500.61
OP-131C
6 October 1988

OPNAVINST 1500.61

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)
Subj: INTERMEDIATE MAINTENANCE ACTIVITY (IMA) JOURNEYMAN NAVY ENLISTED CLASSIFICATION (JNEC) PROGRAM
Ref: (a) Navy Enlisted Classification Manual NAVPERS 18068E, Section II
Encl: (1) Instructions for Ordering, Receipt and Administration of IMA Journeyman NEC Examinations
(2) Sample Request Letter
(3) Qualification Worksheet Instructions, Sample, and Qualification Worksheet for NEC (OPNAV 1500/37 (1-88))
(4) Sample Examination Return Letter
(5) Sample Examination Results Letter and Profile Analysis Form (OPNAV 1500/38(1-88))
(6) Sample Post-Examination Follow-up Letter

1. Purpose. To designate key IMA billets requiring special industrial repair skills and to train and identify technically competent journeymen qualified for assignment to these billets as managers of fleet intermediate maintenance.

2. Background. Supervisory personnel deficiencies in the IMA community were reported by the Chief of Naval Material and General Accounting Office (GAO) during the early and mid 1970s. However, the expanding role of intermediate level repair in new ship maintenance strategies required qualified management of these fleet industrial facilities. The extensive intermediate level skills training and industrial repair experience gained during IMA work were being lost because of the lack of personnel identification and IMA career tracks for technical ratings. The IMA

JNEC Program was developed to selectively use this reservoir of skilled personnel for IMA management. The program tests candidates in Navy-wide, written technical examinations and requires work experience and training accomplishment.

3. Policy

a. Fleet units will use the IMA JNEC program to identify qualified intermediate level repair journeymen.

b. IMAs will ensure that assigned petty officers (E-5 to E-9) have the opportunity to acquire the JNEC award through supervised shop work, on board training and participation in Navy-wide technical examinations.

c. Commanding officers of Naval Reserve Force (NRF) activities with attached Naval Reserve Maintenance Force (NRMF) units will provide opportunities to assigned personnel (E-5 to E-9) to acquire the JNEC award. Qualifications and award administrative processing will follow guidelines of reference (a) and directives issued by the Commanding Officer, Naval Reserve Personnel Center (NRPC).

d. JNEC technical requirements and examinations will be based on Naval Sea Systems Command (NAVSEA) approved ship repair specifications and procedures and will be developed and administered by the NAVSEA Industrial Skill Testing Center using Fleet and Naval Shipyard Subject Matter Experts (SMEs) for test item production.

e. The JNEC award reflects the achievement of a high level of technical competence in ship industrial repair operations and will be used as a guide in the assignment of personnel to key IMA billets.

4. Eligibility

a. Reference (a) basic eligibility criteria are as follows:

(1) Complete Shop Qualification Improvement Program (SQIP) course(s) or equivalent.

(2) Complete 9 months of supervised work experience in the appropriate IMA shop(s). Exception: GS-4101 requires 24 months experience.

(3) Complete Intermediate Maintenance Activity Shop Mechanic self-paced course (available through the NAVSEA Industrial Skill Testing Center or each repair activity training office).

(4) Pass the applicable semiannual IMA JNEC examination.

(5) Be recommended by the IMA commanding officer.

b. The following are in amplification:

(1) **Experience.** Related experience must be documented and may be accumulated at an IMA during the current or prior tours within five years of the IMA commanding officer nomination. (See enclosure (3)).

(2) **Course Requirements.** Shop Qualification Improvement Program (SQIP) courses meet the basic requirements of reference (a). Equivalent training is a combination of documented related Navy or commercial training and hands on experience which, in the opinion of the commanding officer, produces a demonstrated skill level equal to that attained through SQIP training.

(3) **Naval Reserve Force (NAVRESFOR).** Eligibility requirements of paragraph 4a pertain; however, the completion of nine months of supervised work experience and on-the-job training (OJT) in the applicable IMA shop may be met in the case of Selected Reserve personnel, with the IMA commanding officer's permission, as follows:

(a) With prior military experience (e.g., 9 months of work in an IMA on active duty in the last 5 years) or related civilian experience (e.g., state licenced or Civil Service qualified journeyman), the minimum requirement is 160 hours on Active Duty Training (ACDUTRA)/Special

Active Duty Training (SPECACDUTRA) with minimum increments of 12 days in the applicable shop; this may include Shop Qualification Improvement Program (SQIP) training.

(b) Without the above experience, the requirement is 240 hours on ACDUTRA/SPECACDUTRA with minimum increments of 12 days in the applicable shop; this may include SQIP training.

(4) **Non-IMA Personnel.** Those personnel not currently serving in an IMA but who have completed an IMA tour immediately preceding their present tour may compete for an IMA JNEC subject to the following:

(a) All requirements of paragraph 4a, less the written examination, must have been met and documented at their previous command. Included must be a written recommendation from the IMA commanding officer for the JNEC requested.

(b) Copies of the qualifying documents will be appended to requests for the written JNEC examination to be administered by their current command following instructions contained in this document.

(c) JNECs for successful candidates will be awarded by the NAVSEA Industrial Skill Testing Center.

5. Responsibilities and Action

a. Chief of Naval Operations (CNO)

(1) The Deputy Chief of Naval Operations (Manpower, Personnel and Training) (OP-01) shall:

(a) Issue policy for the establishment, administration and award of the IMA JNECs within the Navy Enlisted Occupational Classification System (NEOCS).

(b) Serve as the JNEC Program Manager.

(c) Assess the ongoing policies and program using data provided by the NAVSEA

IMA Support Office to evaluate billet occupancy rate, JNEC population versus billets, JNEC accession rates, examination data, and IMA production workload coverage with JNEC skills.

(2) The Assistant Chiefs of Naval Operations (Undersea Warfare) (OP-02), (Surface Warfare) (OP-03), and (Air Warfare) (OP-05) shall provide changing program policy requirements to the CNO IMA JNEC Program Manager (OP-131C and OP-132C3).

(3) Under the Deputy Chief of Naval Operations (Logistics) (OP-431) will sponsor this program within the ship maintenance program support.

b. Fleet Commanders in Chief

(1) Implement and manage the JNEC Program in their respective Fleets.

(2) Establish a common date and conduct semiannual Navy-wide JNEC examinations in May and November using the NAVSEA Industrial Skill Testing Center services.

(3) Provide Subject Matter Experts (SMEs) as required for valid task list and examination development by the NAVSEA Industrial Skill Testing Center.

(4) Assign and maintain accurate JNEC billet designations for effective personnel utilization.

(5) Require commanding officers of IMAs to:

(a) Establish and promote an active JNEC qualification program utilizing shop task lists and bibliographies provided by the NAVSEA Industrial Skill Testing Center, P.O. Box 14035, Norfolk, Virginia 23518-0035. Telephone 1-800-874-3738.

(b) Recommend JNEC awards only for those personnel in pay grades E-5 and above who have successfully completed the eligibility requirements of paragraph 4.

(c) Use enclosures (1) through (4) in the administration of the JNEC program examinations.

(d) Certify those successful examinees who were not fully eligible at the time of the examination when they subsequently complete all requirements. Favorable response to the routine NAVSEA Industrial Skill Testing Center follow-up letter, enclosure (6), will initiate JNEC awards for these candidates.

(e) Assess and recommend changes to the JNEC billet designations to accurately reflect requirements as organization changes occur.

c. Commander, Naval Sea Systems Command (NAVSEA IMA Support Office) (PMS-3311)

(1) Provide technical support services for the IMA JNEC program including statistical data for program assessment by cognizant officers.

(2) Provide IMA JNEC Program semiannual testing services from the NAVSEA Industrial Skill Testing Center, including procedures for administering IMA JNEC written technical tests and for processing associated JNEC awards for active duty personnel.

(3) Coordinate technical support and testing services with the program management requirements of the Fleet Commanders in Chief.

(4) NAVSEA Industrial Skill Testing Center under NAVSEA (PMS-3311):

(a) Prepare and revise test items for existing and newly developed IMA JNECs.

(b) Prepare examinations based on NAVSEA specifications and processes and validated job performance requirements developed with Fleet and Naval Shipyard participation.

(c) Issue, account for, score examinations, prepare reports of results, and award JNECs for qualified active duty candidates.

(d) Prepare statistical records, reports, shop task lists and bibliographies to support test items, trends, profile analysis, and program management.

d. Chief of Naval Education and Training (CNET). Monitor NAVSEA development of shop experience criteria for IMA JNECs for potential use in a Ship Intermediate Maintenance Personnel Qualification Standard (PQS).

e. Commander, Naval Military Personnel Command (NMPC).

(1) Establish approval procedures for JNEC awards initiated by the NAVSEA Industrial Skill Testing Center.

(2) Assign JNEC Petty Officers to JNEC designated billets, consistent with the career development of the individual.

(3) Provide JNEC personnel and billet statistics as requested by the NAVSEA IMA Support Office.

f. Commander, Naval Reserve Force. Utilize the JNEC program to support reserve personnel qualification for IMA NRMF and mobilization billets.

g. Commander, Naval Reserve Personnel Center

(1) Establish procedures for processing JNEC awards for fully qualified reserve personnel assigned to IMA billets.

(2) Assign JNEC Petty Officers to NRMF authorized billets.

(3) Modify reserve billet training plans for IMA personnel to reflect JNEC qualification requirements.

6. Forms. Qualification Worksheet for NEC, OPNAV 1500/37 (1-88), and Profile Analysis, OPNAV 1500/38 (1-88) are provided in enclosures (3) and (5) and may be locally reproduced.

J. S. DISHER
Deputy Chief of Naval Operations
(Manpower, Personnel and Training)
(Acting)

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Instructions for Ordering, Receipt, and Administration
of IMA Journeyman NEC Examinations

1. Ordering. Examinations will become available from the NAVSEA Industrial Skill Testing Center on 1 April and 1 October. Requests are to be made using the sample format of enclosure (2) and must be received no later than three weeks prior to the scheduled examination dates. Deployed units should submit message requests in the format of enclosure (2) to their respective fleet commanders for forwarding to the NAVSEA Industrial Skill Testing Center.

2. Receipt. Examinations will be sent by registered mail under the first endorsement of the request letter shown at enclosure (2). Each sealed examination envelope will be identified by the candidate's name, rate, applicable JNEC examination serial numbers and examination series, and will contain an examination answer sheet. The designated custodian will inspect the envelopes on receipt for evidence of tampering and will check the serial numbers against the letter of transmittal, noting any discrepancies. The custodian will then complete the second endorsement on the transmittal letter and return it to the testing center, retaining a copy for reference.

3. Supplemental Orders. Requests for additional examinations may be submitted prior to ordering deadline dates using the letter format in enclosure (2) and typing "SUPPLEMENTAL NO. ____" at the bottom of the request.

4. Worksheets. Instructions for preparing Qualification Worksheets, a completed sample worksheet, and a blank worksheet for local reproduction are contained at enclosure (3). The Qualification Worksheet is to be prepared by the training office from personnel and training records. It should be prepared for each candidate well in advance of examination dates. The examinee will use the worksheet at the beginning of the examination to transcribe the required information onto the Examination Answer Sheet. On completion of the examination, the worksheet is to be filed in the individuals personnel records.

5. Administration

a. Examinations are to be administered by a local examining board established by the commanding officer and shall follow the standard procedures for handling and administration specified for Seaman (SN) and Fireman (FN) examinations in the Manual for Advancement, BUPERSINST 1430.16, Chapters IV, VI, and VIII.

Enclosure (1)

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b. In the event an eligible candidate has been omitted from the original request or arrives on board after the submission deadline, the candidate may be given the examination by any of the following methods:

(1) By substitution for a candidate for whom an examination of the same JNEC was previously ordered, but is unable to take the examination. In this case the original candidate's name on the examination envelope will be lined through and the substitute's name, rate, and social security number entered above the original.

(2) By duplication of the examination materials for an eligible candidate of the same JNEC. The locally duplicated examination and one of the spare answer sheets provided in the examination package will be placed in a 9x12 plain envelope when completed and labeled with the new examinee's name, rate, and service number. A serial number will be assigned when it is returned to the testing center.

(3) By a split examination method. An examination will be split between two candidates, each using a separate examination answer sheet. Extra copies of the examination answer sheets will be furnished with the examinations and will be fully completed by the examinee. Both candidates will use the same basic examination serial number and enter "A" and "B" accordingly.

6. Administration Dates. Dates for test administration and deadline dates will be established jointly by the Fleet Commanders. Requests for delay in administration will be made to the respective Fleet Commander who will coordinate approval action with the NAVSEA Industrial Skill Testing Center. In order to preserve examination integrity, delayed testing will only be granted in the most unusual circumstances and when no possibility of compromise exists. The delay approval should be referenced in the examination correspondence as appropriate.

7. Examination Transmittal. After administration of the examinations by the local examining board, a member will collect all examination materials. Enclosure (4) will be prepared and the material returned by certified mail to the IMA Industrial Skill Testing Center. Examination returns are to be mailed within five working days after the administration date.

8. Examination Results. The NAVSEA Industrial Skill Testing Center will score examinations, destroy all examination materials and prepare and distribute the following:

Enclosure (1)

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a. Examination results letter with a profile analysis form (enclosure (5)) for each candidate. Profile analysis forms in conjunction with subject matter identification sheets and IMA JNEC examination bibliographies (available through the testing center or each repair activity training office) are designed to aid unsuccessful candidates in preparation for re-examination.

b. Type commander summarized pass/fail profiles for assigned units and related statistical data for skills evaluation.

c. Listings of successful candidates by unit to assist in CNO (OP-131C), NAVSEA IMA Support Office, and Type Commander monitoring IMA JNEC program progress.

d. Fleet commander program data as required for monitoring and evaluation.

e. NEC change recommendation to NAVSEA IMA Support Office and Naval Military Personnel Command (NMPC-48) for successful, fully qualified candidates to initiate the JNEC award process.

Enclosure (1)

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SAMPLE REQUEST LETTER

1500

From: Commanding Officer, (Activity)
To: NAVSEA Industrial Skill Testing Center, P.O. Box 14035,
Norfolk, VA 23518-0035

Subj: REQUEST FOR IMA JOURNEYMAN NEC EXAMINATIONS

Ref: (a) OPNAVINST 1500.
(b) Navy Enlisted Classification Manual, NAVPERS 18068E,
Section II

1. In accordance with references (a) and (b), the following candidates are recommended to take the indicated IMA Journeyman NEC Examinations:

<u>NAME</u>	<u>SSN</u>	<u>PRESENT RATE</u>	<u>JNEC EXAM</u>	<u>EXAM SERIAL#</u>	<u>EXAM CYCLE</u>
HARE, T.	825-09-3102	MM1	MM4221		
CRANK, T.	385-21-4275	EN1	EN4331		
JONES, B.	236-81-4971	EM2	EM4621		
FILL, D.	821-74-9085	HT2	HT4921		
SEA, A.	321-00-0175	HT1	HT4921		
MIKE, C.	991-01-2170	HT1	HT4941		
TORCH, H.	721-88-0120	HTC	HT4941		

R. T. WORK

(Signature)

SAMPLE

-
- List candidates alphabetically within each JNEC.
 - The NAVSEA Industrial Skill Testing Center will enter examination serial number(s) and examination cycle data prior to examination distribution via the first endorsement.

Enclosure (2)

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(date)

FIRST ENDORSEMENT on Commanding Officer (Activity) ltr

From: NAVSEA Industrial Skill Testing Center, P.O. Box 14035,
Norfolk, VA 23518-0035

To: Commanding Officer, (Activity)

Encl: (1) IMA Journeyman NEC Examinations

1. Enclosure (1) is forwarded.
2. Please acknowledge receipt of the examinations by completion of a second endorsement.

(Signature)

SECOND ENDORSEMENT

(date)

From: Commanding Officer (Activity)

To: NAVSEA Industrial Skill Testing Center, P.O. Box 14035,
Norfolk, VA 23518-0035

1. Receipt of examinations listed in paragraph 1 of the basic correspondence is acknowledged. A careful inspection of the examination packages disclosed no evidence of tampering with the seals or wrapping. Examinations were received and checked against the shipping list by a commissioned or warrant officer or a designated civilian employee.

2. Examination materials have been handled and are being stowed in accordance with current examination security regulations.

(Signature)

Copy to:
File

SAMPLE

Enclosure (2)

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QUALIFICATION WORKSHEET INSTRUCTIONS, SAMPLE, AND
QUALIFICATION WORKSHEET FOR NEC (OPNAV 1500/37 (1-88))

The worksheet is used for internal validation of each candidate's eligibility and to assist in preparation of the examination answer sheet. All required information is to be recorded prior to the candidate's examination date. This information must be accurate since the candidate will transcribe it to the answer sheet at the time of the examination. Use this worksheet to check off the information that the candidate records on his answer sheet. This form is to be filed in the candidate's service record.

PRIOR TO THE EXAMINATION DATE, ENTER:

1. JNEC Code for which recommended (MM4221, HT4921, etc). (See information sheet following).
2. Candidate's name (last name and leave a block blank, first initial and leave a block blank, middle initial).
3. Candidate's Social Security Number.
4. Candidate's rating (letter identifier, e.g., MM, BT, EN)
5. Candidate's Activity Unit Identification Code (UIC).
6. Date on which the candidate will be examined. This should be 6-digit: month, day, year (example: 051386)
7. Candidate's current paygrade.
8. Any SQIP training courses taken. Indicate where the course was taken, in what year, and whether or not the candidate successfully passed the course. The commanding officer's decision that prior experience and training have met SQIP course equivalency requirements should be stated here. (See information sheet following).
9. Enter the date of completion of the IMA Shop Mechanic course. Enter also, any training courses taken that are related to the skill area of this examination. These can be listed by course title, course number, or both and may include fleet or Class "C" schools or contractor's courses. (See information sheet following).

Enclosure (3)

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10. Any NECs the candidate currently holds. The first two blocks are for the letter code (if applicable).
11. Number of months of supervised work experience the candidate has gained in the identified IMA shops.
12. Examination serial number as recorded in the returned IMA JNEC Examination Request letter.
13. Exam Cycle. This is listed in the returned IMA JNEC Examination request letter.

ON THE DATE OF THE EXAMINATION:

14. To be completed by the examination board only. Record exam cycle and serial number. Record the date the exam was administered and location of the board. The senior member of the board will sign off and record the date of signature.
15. Prior to handing out sealed examination packets, have each candidate verify that the information on the worksheet is accurate and certify it to be correct by signing block 15 and recording the date.
16. Commanding Officer review and sign the recommendation when all requirements of the JNEC are met, less the examination. Note that examinations may be ordered and administered without the commanding officer qualification certification; however, the JNEC will only be awarded after completion of all criteria.
17. Check off the appropriate category based on the examination information received from the NAVSEA Industrial Skill Testing Center and receipt of final approval from NMPC.
18. File JNEC Qualification Worksheet in candidate's service record.

Enclosure (3)

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1. QUALIFICATION WORKSHEET FOR NEC
CODE:

MM4221

2. NAME (Last, First Initial, Middle Initial)															3. Social Security No.									
H A R E T N M N															8 2 5 0 9 3 1 0 2									
4. Present Rating					5. Activity UIC					6. Exam Date					7. Paygrade									
M M					5 2 1 3 5					1 1 1 3 8 6					E 6									
8. SQIP IMA Training Courses										Where Taken					Year					Passed Yes No				
CENTRIF PUMP										YELLOWSTONE					1983					X				
VALVE REPAIR										SIMA CHARLESTON					1985					X				
AIR COM. REPAIR										SIMA CHARLESTON					1986					X				
9. Related Training Courses Taken															DATE									
SHOP MECHANIC															10/86									
AC&R CLASS "C"															03/81									
PUMP OVERHAUL (WORTHINGTON CP.)															10/84									
10. Currently Held NEC's																								
M M 4 2 9 4																								
M M 4 2 0 5																								
11. Supervised IMA Shop Experience/No. Months Experience															12. Exam Serial No.									
IMA VALVE										SIMA CHARLESTON					12					1 0 2				
IMA PUMP										YELLOWSTONE					10									
IMA OUTSIDE MACHINE										SIMA CHARLESTON					6					13. Exam Cycle				
																				2 8 6				
14. TO BE COMPLETED BY THE EXAMINING BOARD																								
Candidate named above has been examined for change of NEC Code in accordance with instructions contained in BUPERSINST 1430 16A, and the examination General and Verbatim instructions.																								
Exam serial no _____ (Serial No.) _____ (Cycle) was utilized																								
_____ (Date Exam Administered) _____ (Location of Board)																								
_____ (Date) _____ (Signature of Senior Member)																								
15. I hereby verify the information hereon and certify it to be correct																								
_____ (Date) _____ (Signature of Candidate)																								
16. Fully qualified and recommended _____																								
17. COMPLETE WHEN EXAM RESULTS ARE PUBLISHED																								
() Passed exam () Change of NEC rating authorized effective _____ (Date)																								
() Failed exam _____ (Date) _____ (Initials)																								

OPNAV 1500/37 (1-88)

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1. QUALIFICATION WORKSHEET FOR NEC
CODE: _____

2. NAME (Last, First Initial, Middle Initial)												3. Social Security No.					
4. Present Rating				5. Activity UIC				6. Exam Date				7. Paygrade					
												E					
8. SQIP IMA Training Courses						Where Taken				Date				Passed			
														Yes No			
9. Related Training Courses Taken										DATE		10. Currently Held NEC's					
SHOP MECHANIC																	
11. Supervised IMA Shop Experience/No. Months Experience										12. Exam Serial No.							
										13. Exam Cycle							
14 TO BE COMPLETED BY THE EXAMINING BOARD																	
Candidate named above has been examined for change of NEC Code in accordance with instructions contained in BUPERSINST 1430.16A, and the examination General and Verbatim instructions																	
Exam serial no. _____ (Serial No.) _____ (Cycle) was utilized																	
_____ (Date Exam Administered) _____ (Location of Board)																	
_____ (Date) _____ (Signature of Senior Member)																	
15 I hereby verify the information hereon and certify it to be correct																	
_____ (Date) _____ (Signature of Candidate)																	
16 Fully qualified and recommended _____																	
17 COMPLETE WHEN EXAM RESULTS ARE PUBLISHED																	
() Passed exam () Change of NEC rating authorized effective _____ (Date)																	
() Failed exam _____ (Date) _____ (Initials)																	

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Information Sheet for Completion of Blocks 1, 8 and 11
of JNEC Qualification Worksheet

<u>IMA Journeyman</u> <u>NEC/Rate Elig</u> <u>BLOCK 1</u>	<u>Required</u> <u>Course(s)</u> <u>BLOCK 8</u>	<u>Required Work</u> <u>Center(s)</u> <u>**BLOCK 11</u>
BM 0110/BM, TM Rigging and Weight Testing Shop	IMA Rigging IMA Weight Testing or * equivalent	IMA Riggers IMA Weight Testers
GM 0801/GM, GMG, GMM, FC Ordnance Shop	IMA Hydraulic Systems Service and Repair or * equivalent	IMA Ordnance
FC 1170/FC, FT, FTG, FTB, ST, STG Fire Control Shop	Formal technical training appropriate to perform intermediate maintenance Level tasks	IMA Fire Control
ET 1401/ET, MM IMA Antenna/Mast Shop	IMA Antenna/Mast or * equivalent	IMA Antenna/Mast
IM 1801/IM Metrology and Mechanical Standards Shop	Appropriate technical training series Precision Physical and Dimensional Measurement (A-670-0043 and A-670-0058)	IMA Metrology and Mechanical Standards
+GS 4101/GS, GSM, GSE Gas Turbine Shop (Available only at NAVSEA designated SIMAs)	MGT-I-Level mechanical or electrical maintenance training program required for performance of I-level maintenance	IMA Gas Turbine (24 months formal on site training)
MM 4211/MM Gas Manufacturing Shop	IMA Oxygen/Nitrogen Generating Plant Repair Oxygen and Nitrogen Producer Systems Technician (J-750-0015)	IMA Gas Manufacturing

Enclosure (3)

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MM 4212/MM, EN Hydraulics Shop	IMA Hydraulic System Service and Repair; IMA Air Compressor Repair or *equivalent	IMA Hydraulics
MM 4221/MM Outside Machine Shop	IMA Centrifugal Pump IMA Valve Repair IMA Air Compressor Repair	IMA Valve IMA Pump IMA Outside Machine
EN 4331/EN Engine Shop	IMA Diesel Engine/Tran- mission/Mechanical Governor Course OR *equivalent	IMA Governor/ Injector IMA Internal Combustion Engine
MR 4401/MR Inside Machine Shop	IMA Centrifugal Pump Repair IMA Valve Repair or *equivalent	IMA Inside Machine
BT 4510/BT IMA Boiler Shop	Boiler Repair Technician IMA Boiler Repair ACC K-651-0043/A-651-0040/ A-651-0041 or * equivalent	IMA Boiler
EM 4613/EM Outside Electrical	IMA Electrical Equipment Repair or * equivalent	IMA Outside Electrical
EM 4614/EM, HT, PM Rubber and Plastics Shop	Rubber & Plastics Mfg Course for Submarines (F-760-0001) or IMA Rubber & Plastics Course (S-760-0660) or * equivalent	IMA Rubber and Plastics
EM 4621/EM Electrical Shop	IMA Electric Motor Repair or * equivalent	IMA Electrical IMA Outside Electrical
IC 4718/IC IC and Gyro Shop	IMA MK 19 MOD 3 Series Gyro Compass Repair	IMA IC and GYRO

Enclosure (3)

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Metal WorkerIMA Structural Repair
IMA Sheetmetal Repair
or * equivalentIMA Sheetmetal
IMA ShipfitterHT 4941/HT
Pipe ShopIMA Pipe Fabrication
and Installation
or * equivalent

IMA Pipe

* See paragraph 4b. (2) in this instruction for definition of "equivalent".

** Where more than 1 work center is listed, experience may be combined for eligibility.

Enclosure (3)

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SAMPLE EXAMINATION RETURN LETTER

1500

From: Commanding Officer, (Activity)
 To: NAVSEA Industrial Skill Testing Center, P.O. Box 14035,
 Norfolk, VA 23518-0035

Subj: RETURN OF IMA JOURNEYMAN NEC (JNEC) EXAMINATIONS

Encl: (1) JNEC Examination Materials (Including Examination Booklets, Answer Sheets, any scratch paper used, and any unused examination materials)

1. Enclosure (1) is returned.
2. Below is a list of examinations used by each candidate:

NAME	SSN	PRESENT RATE	NEC EXAM	JNEC QUAL	EXAM SERIAL NO.
Hare, T.	825-09-3101	MMC	MM4221	Y	102A
Late, I.	302-21-8561	MM2	MM4221	Y	102B
Fill, D.	821-74-9085	HT2	HT4921	N	022
Torch, H.	721-88-0120	HTC	HT4941	Y	032
Mike, C.	991-02-2170	HT1	HT4941	N	033
Jones, R.	226-81-4971	EM1	EM4621	N	101

3. Below is a list of examinations that were unused identified by their serial number.

UNUSED NEC EXAMS(S)	EXAM SERIAL NUMBER
HT4921	021
EN4331	073

4. All examination packets were given to the candidate(s) with the seals unbroken. Examinations were opened by JNEC candidates in the examination room in the presence of a member of the local examining board.

5. All applicable information from the JNEC Qualification Worksheet was transcribed to the examination answer sheet for each JNEC candidate which was reviewed for its proper completion by a member of the local examining board.

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6. JNEC candidates coded "Y" in the JNEC QUAL column have met all other requirements, are capable of performing tasks at a journeyman level, and are recommended by the Commanding Officer.

W. W. Knight
(Signature)

SAMPLE

Copy to:
File

Enclosure (4)

ENCLOSURE (1)

IMA JOURNEYMAN NEC
PROFILE ANALYSIS FORM

NAME : _____ RATE : _____

NEC : _____ EXAM CYCLE : _____ EXAM NO : _____

SSN : _____

EXAM RESULT	SUBJECT MATTER DOMAIN STATUS											
PASS <input type="checkbox"/>	1	2	3	4	5	6	7	8	9	10	11	12
FAIL <input type="checkbox"/>												
W = WEAK A = AVERAGE S = SUPERIOR												

Note: The Examination Profile Form is prepared by the NAVSEA Industrial Skills Testing Center to help each candidate analyze strengths and weaknesses.

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SAMPLE EXAMINATION RESULTS LETTER AND PROFILE
ANALYSIS FORM (OPNAV 1500/38 (1-88))

1500

From: NAVSEA Industrial Skill Testing Center, P.O. Box 14035,
Norfolk, VA 23518-0035
To: Commanding Officer, (Activity)
Subj: RESULTS OF IMA JOURNEYMAN NEC (JNEC) EXAMINATIONS, SERIES
1-86
Ref: (a) Navy Enlisted Classification manual NAVPERS 18068E
Section II
Encl: (1) Profile Analysis Form(s)

1. Enclosure (1) is forwarded for distribution and information.
The profile analysis form should be used by unsuccessful
candidates in preparing for future examinations.

2. The following individual(s) successfully passed the required
technical examination:

NAME	SOC SEC NO	SUBJECT-MATTER		EXAM NEC
		EXAM STATUS	NEC IN PROCESS	
HARE, T.	825-09-3102	PASS	Y	MM4221
LATE, I.	301-21-8561	PASS	Y	MM4221
TORCH, H.	221-01-3132	PASS	Y	HT4941
FILL, D.	821-74-7085	PASS	N	HT4921
JONES, B.	236-81-4971	PASS	N	EM4621

3. A Navy Enlisted Classification Change Recommendation is
being processed for each candidate indicated as eligible in all
respects and will be returned to your command. Retain a copy of
this letter for interim use in personnel records until final
documentation is received.

4. Personnel listed in paragraph 2 with an N in the NEC IN
PROCESS column have not yet completed all requirements to receive
the NEC as reported in your return letter.

W. W. KNIGHT

Copy to:
File

Enclosure (5)

OPNAVINST 1500.61
06 OCT 1988

SAMPLE POST-EXAMINATION FOLLOW-UP LETTER

1500

From: NAVSEA Industrial Skill Testing Center, P.O. Box 14035,
Norfolk, VA 23518-0035
To: Commanding Officer (Activity)
Subj: JOURNEYMAN NEC (JNEC) FOLLOW-UP
Ref: (a) Examination Results Letter
(b) (Activity) examination return letter of _____

1. The candidates below successfully passed the written examination (reference (a)) but were not eligible (reference (b)) for the JNEC indicated:

NAME	RATE	(QUALIFIED DATE)	SSN	NEC
JONES, B.	EM2	<u>1 AUGUST 86</u>	236-81-4971	EM4621
FILL, D.	HT2		821-74-9085	HT4921

2. If the individual(s) listed above have subsequently completed all requirements, please fill in the completion date. For individuals not yet qualified leave the qualified date blank. Please endorse and return this letter to the testing center.

(Signature)

(date)

FIRST ENDORSEMENT

From: Commanding Officer (Activity)
To: NAVSEA Industrial Skill Testing Center

1. Returned for JNEC Processing.

(Commanding Officer)

Copy to:
NAVSEA IMA Support Office

Enclosure (6)